

KATE McKENNA, AICP
Executive Officer

MEETING NOTES
BUDGET AND FINANCE COMMITTEE MEETING
Adopted on January 26, 2009

Monday, November 24, 2008, 9:00 a.m.

LAFCO Office, 132 Gabilan St., Ste. 102, Salinas, CA 93901

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Commissioner Perkins.

2. ROLL CALL

Present: Commissioners Perkins, Rubio and Salinas, Executive Officer McKenna, Mike Briley, CPA, Hayashi and Wayland, Karen Campbell, CPA, Bianchi, Kasavan and Pope, and Rachelle Jones, LAFCO Clerk

Absent: None

3. PUBLIC COMMENT

There was no public comment.

4. ELECTION OF COMMITTEE CHAIR

Upon Motion of Commissioner Salinas, seconded by Commissioner Perkins, Commissioner Rubio was appointed as Chair of the Budget and Finance Committee.

5. REVIEW DRAFT FISCAL YEAR 2007-08 YEAR-END FINANCIAL STATEMENTS

Mike Briley, CPA, Hayashi and Wayland deferred his comments to Karen Campbell, CPA, Bianchi, Kasavan and Pope as the fiscal year 2007-08 year-end financial statements relate to the year-end audit statements.

Committee members discussed the draft Fiscal Year 2007-08 year-end financial statements with Executive Officer McKenna, Mike Briley, CPA, of Hayashi and Wayland, and Karen Campbell, CPA, Bianchi Kasavan and Pope.

The Committee unanimously accepted Fiscal Year 2007-08 year-end financial statements.

6. REVIEW DRAFT FISCAL YEAR 2007-08 YEAR -END AUDIT STATEMENTS

Karen Campbell provided report on the draft Fiscal Year 2007-08 year-end audit statements. She reported that the audit was clean with no adjustments needed and that LAFCO received an unqualified opinion which is the highest opinion that the auditor can give.

Committee members discussed the draft Fiscal Year 2007-08 year-end audit statements with Executive Officer McKenna, and Karen Campbell, CPA, of Bianchi Kasavan and Pope.

The Committee unanimously accepted Fiscal Year 2007-08 year-end audit statements.

7. REVIEW DRAFT FISCAL YEAR 2008-09 FIRST QUARTER FINANCIAL STATEMENTS

Mike Briley provided report on the draft fiscal year 2008-09 first quarter financial statements and introduced Stephanie Gonzales also of Hayashi and Wayland who works with LAFCO financials on a regular basis.

Question was raised regarding the policy of setting aside fees received in the current fiscal year for the following fiscal year's revenue. Mike Briley said that he will conduct further research with Karen Campbell into how the policy ties in with general accounting practices. Executive Officer McKenna suggested that a policy amendment may need to take place depending on the outcome of the research.

Executive Officer McKenna reported on the fiscal year 2008-09 budget status. She explained that she anticipates a budget amendment of roughly \$10,000 will be needed due to greater than expected expenses related to the Carmel Valley fiscal analysis update.

Committee members discussed the draft Fiscal Year 2008-09 first quarter financial statements with Executive Officer McKenna, Mike Briley, CPA and Stephanie Gonzales of Hayashi and Wayland.

The Committee unanimously accepted draft fiscal year 2008-09 first quarter financial statements.

8. OTHER BUSINESS

Committee Chair Rubio asked staff to bring back a policy regarding authorization of Executive Officer expenditures without prior Commission approval, somewhere between \$5,000 and \$10,000.

9. ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

Respectfully Submitted,

Rachelle Jones, LAFCO Clerk